

**ANNUAL TRAINING/ACTIVE DUTY FOR TRAINING/  
INACTIVE DUTY TRAINING WITH TRAVEL**

Command \_\_\_\_\_ Name \_\_\_\_\_

Ref: (a) COMNAVRESFORINST 1571.7H  
(b) RSTARS Procedures Manual  
(c) Navy Ticket Document Delivery Procedures Manual  
(d) Joint Federal Travel Regulations  
(e) COMNAVRESFOR Message 141304Z Oct 98

Question	Y/N
1. Is there a system to track all AT/ADT orders from submission to completion? (Reference a)	_____
2. Are applications sufficiently quality screened before submission to RESFMS to prevent processing delays and unnecessary modifications? (Reference a)	_____
3. Are applications submitted within prescribed lead-times? (Reference a)	_____
4. Is there a system to ensure all personnel have completed AT or received a waiver? (Reference a)	_____
5. Are members screened to ensure physical qualifications are met prior to submission? (ie...body fat percentage, and HIV) (Reference a)	_____
6. Is completion of AT reported through RSTARS upon completion? (Reference b)	_____
7. Are gaining commands notified of security clearances for personnel requiring access to classified material? (Reference a)	_____
8. Do attendees of a formal course of instruction have minimum obligated service? (Reference a)	_____
9. Are members reaching age 60, HYT, or retirement during the fiscal year prohibited from performing AT/ADT? (Reference e)	_____
10. Are overseas area clearances requested and monitored for members traveling overseas? (Reference a)	_____

11. Is the Audit Trail Report for the Satellite Ticket printing machine verified daily with discrepancies reported to CTO New Orleans? (Reference a and c) \_\_\_\_\_
12. Is the Teleticket machine and blank airline ticket stock stored in a secure space? (Reference a) \_\_\_\_\_
13. Does the Ticket Document Delivery site conduct quarterly audits and forward the audit checklist to SATO Travel? (Reference c) \_\_\_\_\_
14. Are unused airline tickets returned to NAVPTO in a timely manner? (Reference a) \_\_\_\_\_
15. Are IDTT orders issued for IDTT which requires travel less than 100 miles from the NRA or the members residence? (Reference a and d) \_\_\_\_\_
16. Do permissive IDTT orders contain the clause of paragraph 203 of reference (a)? \_\_\_\_\_
17. Are travel claims for IDTT orders filed within 10 calendar days of return from IDTT? (Reference a) \_\_\_\_\_